

EMPLOYMENT OPPORTUNITY

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – AREA 4 BOARD

236 Georgia Street, Suite 201

Vallejo, CA 94590

707-648-4073

707-648-4100 (fax)

robert.phillips@scdd.ca.gov

POSITION: Office Technician Typing – FULLTIME
LOCATION: Vallejo, CA (Office may relocate to Sonoma)
OFFICE: SCDD Area Board IV
SALARY RANGE: \$2,686 - \$3,264
DEADLINE: Until Filled

Duty Statement Office Technician (Typing)

Under the direction of the Area Board Executive Director, the Office Technician (Typing) regularly performs varied clerical work of substantial difficulty; consistently exercises a high degree of initiative, independence, and originality in performing assigned tasks; uses good judgment in responding to numerous inquiries and requests for assistance.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- 60% Prepare, review and edit a wide variety of documents using a personal computer, including extensive data entry for accounts payable and receivable, letters to legislators, mail merge letters, technical reports, agendas, testimony, meeting minutes and charts from handwritten documents, financial reports and attendance records. Process accounts payable and receivable, prepare travel claims for board members and staff, track agency purchases; verify that travel claims and purchases are in compliance with state guidelines. Provide clerical support to the Life Quality Assessment program and some clerical support to the Volunteer Advocacy/Clients' Rights Advocate program. Maintain accurate agency accounting records, reconcile expenditures with CalStars accounting system.
- 10% Answer and screen telephone calls for referral to the appropriate staff. This includes calls from public sector as well as other State agencies. Furnish appropriate information to callers and if necessary, make referrals to other staff members or other appropriate governmental entities. Screen incoming correspondence; refer to appropriate staff member for reply, and follow up to insure that deadlines are met, review outgoing correspondence prepared by other staff members for administrator's signature for consistency with administrative policy as well as for format, grammatical construction, and clerical error.
- 10% Board meeting preparation and follow through including but not limited to scheduling, conference room bookings, notifications, preparation and distribution of board packets in accordance with open meeting laws, provide clerical support during the Board and Committee meetings, record and type meeting minutes and distribute to the appropriate committee members.

- 5% Serve as Attendance Coordinator, functioning as initial personnel contact for regional office and outstation staff, and maintaining attendance records and confidential employee files.
- 5% Serve as Personal computer Administrator, providing first line response technical computer support to local and outstation staff.
- 5% Serve as Equipment Custodian with responsibility for all furniture and equipment inventory. Process requisitions for new equipment and maintain all office supplies. Monitor service agreements, lease and other contract agreements.
- 5% Perform a variety of other duties as assigned by the Executive Director.

Supervision Received:

The OT (T) is supervised by the Executive Director. However, this position does receive assignments from other Area Board staff. The OT (T) is required to utilize initiative and resourcefulness when completing assignments.

Supervision Exercised:

None.

Personal Contacts:

The OT (T) must interact in an appropriate and professional manner with representatives of various Federal and State agencies, the Governor's office, private organizations, Council, Board, and committee members and staff, as well as the general public.

Actions and Consequences:

The OT (T) runs the office in the absence of the Executive Director and the Community Program Specialist, and makes independent decisions on non-technical matters. The OT (T) understands the importance of confidentiality and exercises independent integrity, discretion, and decision making with respect to all Area Board matters. Failure to use good judgment in handling sensitive and confidential materials and in imparting information to callers could result in information being released to unauthorized person in violation of Government Code.

Other Information:

The OT (T) must possess knowledge of: modern office methods, personal computers, supplies and equipment. The OT (T) must be able to write clearly, prepare correspondence and communicate effectively and type, at minimum, 40 words per minute. The OT (T) must demonstrate the ability to, perform difficult administrative work, produce clear and comprehensive reports and keep difficult records. The ideal candidate will show interest in assuming increasing responsibility.

The OT (T) must work as a team member, be flexible, have good interpersonal communication skills, and be able to work under pressure. On occasion, the OT may be required to work hours beyond the normal workday to attend Board meetings. The OT (T) must be able to drive their vehicle to Area Board meetings in locations throughout Sonoma, Napa, and Solano counties.